

CITY OF BURLINGAME**POLICY MANUAL**

SUBJECT	ISSUED BY	EFFECTIVE DATE
RETURNED CHECK POLICY	CITY COUNCIL	FEBRUARY 21, 2006

POLICY STATEMENT:

This policy is to help guide City staff how to deal with checks returned for insufficient funds. This policy has been established to provide the following:

1. Help protect the City and its citizens from the costs associated with returned checks.
2. Ensure that all customers are treated equally.

PROCEDURE:

The following procedures must be followed when dealing with returned checks.

1. When the City receives a returned check from the bank, staff will send a copy of the check with a letter to the owner of the check informing them of the returned check.
2. The person responsible for the returned check will have five (5) working days after receiving the letter from the City to pay for the check and the return check fee.
3. Upon receipt of a second returned check or the failure of anyone not to pay for a returned check within five (5) working days the City may refuse to accept a check from that person. Only cash, money orders, or a cashier's check from a valid bank may be accepted.

Approved By: _____
William Kraus, Mayor